

STUDENT HANDBOOK 1990-1991

**College of Veterinary Medicine
Cornell University**

Table of Contents

Professionalism	1
Books and Supplies	1
Registration of Vehicles and Parking Permits	2
Security	2
Safety	3
Insurance	3
Learning Resources.	4
Student Services (College)	5
Of Particular Interest to	8
<u>All students</u>	8
<u>First-Year Students</u>	10
<u>Third-Year Students</u>	11
<u>Fourth-Year Students</u>	12
Student Organizations	15
Related Organizations	17
Student Fraternities	18
Student Committees	18
Student Activities	19
Student Opportunities	19
Combining the DVM with an M.S. or PhD	
Expanding Horizons	
International Student Projects	
Aquavet	
Pre-D.V.M. Advanced Pharmacology Training Program	
College Policies	21
Professional Courtesy Fee Policy	
Personal Pets in the Veterinary Teaching Hospital and College	
Exemptions from Required Courses	
Incompletes	
Selective Course Requirements	
Drops and Adds for Elective Courses	
Nonregistration and nonpayment of Fees and Tuition	

Ithaca Rape Crisis

Day Care and Child Development of Tompkins County

Support Groups

Alcoholics Anonymous

Al-Anon

Adult Children of Alcoholics

Battered Women, Tompkins County Task Force for

Bereavement Support Group

Cancer Patients Support Group

Emotions Anonymous

HIV Positive Group

Ithaca Birth Group

Ithaca Lesbian and Gay Task Force

Nar-Anon

Narcotics Anonymous

Overeaters Anonymous

Survivors

Women Who Love Too Much

Other Publications 53

Professionalism

Dress and Appearance Standards

Obviously the days of dressing-up for classes have been gone for some time. However, the College wishes to instill a sense of professionalism that is, in part, represented by dress and appearance. Students should be conscious of this whenever they are working with clients or representing the school such as at Open House, visits to schools and outside groups, when giving tours of the College and when meeting with such groups as the College Advisory Council and Alumni Association. Participation in clinical laboratory activities requires appropriate clinical or laboratory uniforms. Students are expected to wear name tags to classes, laboratories, and during all involvement in the clinical area.

Housekeeping

The College facilities receive intensive use and a few people not picking up after themselves can make the whole school look pretty bad fairly quickly. So, please, not only pick up after yourself but feel free to use peer pressure to get your classmates to do the same. Although it may seem unrealistic to expect students not to bring food or drink into classrooms where they must sit for hours, it is not unrealistic to expect them to throw away any trash they accumulate or wipe up any spills that result. Food and drink are not allowed in James Law Auditorium.

Bicycles are not to be brought into the buildings or left where they might obstruct foot traffic such as frequently used sidewalks. Bicycle racks are located between Schurman Hall and the Diagnostic Laboratory. Bicycles left unattended in violation of the expectation will be removed at the owner's expense.

Books and Supplies

Required textbooks and other supplies are available at the Campus Bookstore downcampus and the Triangle Bookstore in Collegetown. For your convenience, the Cornell Campus Store operates a satellite bookstore in the Hagan Room of Schurman Hall for a few days during the first week of each semester and tries to have available whatever books and supplies (including coveralls, uniforms and scrubs) you may need. Watch for posters at

Safety

Your safety and health are of concern to the administration, faculty, and staff of the College of Veterinary Medicine. Laboratories and clinics have inherent physical and biological hazards of which you must be aware. It is important for equipment to be used properly and chemicals to be handled properly. Directions for the use of equipment will be given to you by your instructors.

Chemical Safety It is the responsibility of the individual to know the properties and procedures for safe handling of all chemicals he/she is using. Specific hazards of individual chemicals can be found on the label. More detailed toxicity data and information on necessary protective equipment and safe handling procedures are located in notebooks of Material Safety Data Sheets (MSDS) located in department offices and libraries. The Office of Environmental Health maintains an MSDS file and a computer file containing longer, more detailed data sheets. This office may be called (255-4862) for specific chemical information requests and for information on respirators, gloves, hearing protection and other protective equipment.

Specific safety instructions will be provided for you in various laboratory courses. If you have questions or concerns, please discuss them with the instructors involved. Any accident, regardless of its seriousness, must be reported immediately to the instructor in charge of the course or laboratory session. An emergency telephone (indicated by a red handle) is located in the hallway of the Anatomy wing of Schurman Hall for use by students working in the laboratories afterhours. Call Public Safety (5-1111) for transportation to Gannett Health Center.

You have been provided locker space. You must wear lab coats, coveralls, boots, or other protective clothing when required. Such clothing should not be worn outside the College of Veterinary Medicine. You should change to street clothes before you leave the College.

Insurance

Health

The nature of the D.V.M. program makes it extremely important that all students be covered by health insurance. Cornell University offers a Student Accident and Sickness Insurance Policy which is automatically provided

Autotutorial Center

The Autotutorial Center, containing a collection of over 700 titles provides students with an opportunity for self-study and review using various audio-visual formats including audiotape cassettes, 35mm color slide sets and videotape cassettes. The Center's staff will be happy to assist you in using the equipment or in finding specific programs. The Autotutorial Center's hours during the academic year are approximately the same as those of the Library.

Microcomputer Center

The Microcomputer Center, opened in 1989, provides twenty IBM-compatible and six Macintosh computers for use primarily by students of the College. The Center features a growing variety of software to include word processing, an electronic spreadsheet, and database management as well as computer-based tutorials. A classroom area supports course-related and other group-instruction uses. The center is located on the second floor of Schurman Hall (C wing). The Microcomputer Center hours during the academic year are approximately the same as those of the Library.

Student Services (College)

Office of Student Affairs C-117 Shurman Hall.

It is the responsibility of the Office of Student Affairs to work with student organizations to further their goals, act as a student advocate when appropriate, coordinate all special student programs such as Orientation, Honor Day, Hooding Ceremony, Commencement and Parent's Weekend, present workshops important for the development of students, administer funds from outside organizations to student organizations, disseminate information to students through various media including the "Student Handbook", "Senior Update", bulletin boards, and student mail, and to counsel students with academic or personal problems, providing referral service when necessary.

Student Mail Service

Student Mailboxes are located in the lobby of Schurman Hall. First-year students will find their hanging folders arranged alphabetically in the bottom drawer of the cabinet (you work your way up as you go through the curriculum). The Office of Student Affairs distributes mail from within the College and also items received in bulk for students from

Professional School Financial Aid Service) financial statement and submitting it to the Educational Testing Service in Princeton, NJ. Forms may be obtained from the Office of Financial Aid in January, and should be submitted as soon as possible after completion of your federal income tax returns and hopefully not later than March 15. The financial aid staff is available to answer any questions you may have about filling out the form, and is planning to offer one or two sessions on "How to Complete Your GAPS FAS Form" sometime in January or February. The office is open from 8:00 a.m. to 5:00 p.m. Monday through Friday.

Registration/Validation Registration occurs when you have paid tuition and fees for the upcoming semester as well as any balance outstanding from previous semesters at Cornell. Validation follows registration and is the process which establishes your status as a registered student at Cornell University, with all attendant rights, privileges, and responsibilities.

Representatives from the offices of the university registrar, bursar, and traffic department are all present at the College validation site during fall registration of yourself and your vehicle. The Traffic Department does not participate in validation for spring semester.

Classroom Use All use of classrooms is scheduled through the Office of the College Registrar. Reservations should be made well in advance of the planned activity. All groups using College facilities are expected to:

1. Reserve the desired space.
2. Sign out and return keys as directed.
3. Report any damage to or breakdown of equipment at the time the room key is returned.
4. Leave all rooms in good condition.
5. Make sure all lights and equipment are turned off and all doors locked.

Transcript Requests Official transcripts (for internship or graduate school applications) must be issued from the University Registrar's Office. The College Registrar does have transcript request forms in her office which can be sent downcampus along with payment for the transcripts.

Semester Grades Grade slips are not automatically sent to veterinary students. If you wish to have your grades, they are available from the College Registrar approximately two weeks after the end of each semester.

commissioner, who practices under the general supervision of a veterinarian licensed and registered under this article; provided however, that only such students who have completed at least three years in an approved veterinary program may assist in diagnosis, treatment and surgery in such practice, subject to the following requirements: (a) assisting in diagnosis and surgery be under the immediate personal supervision of such veterinarian; (b) assisting in treatment be under the direct supervision of such veterinarian; and (c) only one such student shall be supervised, as specified in clauses (a) and (b) of this subdivision, by one such veterinarian.

The purpose of the law is to permit students to gain clinical experience in private practice during term recesses or during the off-hours of their medical school terms, such as evenings or weekends. Such clinical experience need not be a formal component of the veterinary medical school's program, although it may be. The only responsibility placed upon the school is to indicate the student is enrolled and in good standing.

The externship law places certain restrictions upon the "extern" practice engaged in by the student, and does so, in part, by placing certain responsibilities upon the supervising veterinarian.

1. The law restricts any practice involving diagnosis, treatment and surgery to students who have completed three years or more in a veterinary medical school program.
2. It requires that "treatment" be under the direct supervision of the veterinarian which means the supervising veterinarian must be present in the facility where treatment occurs.
3. It also requires that "diagnosis and surgery" be under the immediate personal supervision of the veterinarian which means the veterinarian must be physically present in the room where the diagnosis or surgery occurs.
4. The law requires, with respect to diagnosis, treatment and surgery, that only one veterinarian may supervise one student. This means for example that in a two-person practice, no more than two third-year students may perform either diagnosis, surgery or treatment at any one time and each must be supervised appropriately and singly by the veterinarians comprising the practice. The law states that the student may assist in diagnosis, treatment or surgery implying that the practitioner is primarily and directly involved in these clinical functions.

Veterinary College Activities Calendar

A calendar of events is compiled and distributed throughout the College each week notifying the community of seminars, workshops, lectures, rounds and other upcoming special events. Anyone wishing to list an activity in the calendar should notify Sharon Gunkel in the Mail Room (G-6 VRT) by 9:00 a.m. Thursday of the week previous to the distribution of the calendar.

Third-Year Students

Reserving Accommodations for Graduation Weekend at local hotels for the family and guests you plan to invite should be made as soon as possible (the next day is not too soon) after the current year's graduation ceremony is over.

Opportunities Blocks

Fourth-year students may obtain off-campus clinical experience for credit in institutional settings with established teaching programs, or in facilities offering unique clinical or research experiences not available within the Cornell Veterinary Teaching Hospital. Proposed programs must be approved by the faculty coordinators of the opportunities block who will determine appropriate university credits. Details of this program are available from the Registrar. Credit may be given for work done in the summer between third and fourth year but must be approved beforehand.

Senior Rotation Scheduling

In the spring of your third-year, you will be asked by the Registrar to turn in a request for elective rotations for your fourth-year. You must have 28 weeks of required rotations and 4 weeks of elective rotations. You will then have 4 additional weeks out of the fourth year which may be used for vacation, job hunting, or additional elective rotations. Opportunities blocks and required rotations take precedence in scheduling.

Senior Seminars

Every student must present a written and oral seminar senior year as a requirement for graduation. Third-year students will sign up for their senior seminar dates in the spring semester for the following year. Students sign up in an order selected at random. Once a student has selected a seminar topic, it can be filed with the secretary of the chairman of the Senior Seminar Committee. Only one student can give a seminar

Internship Applications

Fourth-year students who wish to receive advanced training in an internship program must complete an application for the Intern/Resident Matching Program in the fall semester. Directories for the Intern/Resident Matching Program are available sometime near the end of September through the Director of the Teaching Hospital and he, Dr. Kallfelz, will provide you with more specific information early in the fall semester. Each application generally requires several letters of reference, an official academic transcript (available from the University Registrar's Office, 222 Day Hall), a completed application form and a letter explaining your goals and reasons for seeking an internship.

Interviewing at Annual Conference

Each January, practitioners attending the Annual Conference of Veterinarians hosted by the Veterinary College, sign up to interview fourth-year students as prospective employees. This opportunity, meant to be only an initial stage in the job-seeking process, gives students practice in interviewing and allows both practitioner and student the chance to see if a more extensive interview is desirable.

Placement Workshops

Each year the Office of Student Affairs through its Placement Service offers a series of workshops and/or seminars on topics of importance and interest to you. Workshop on such topics as resume writing, and "Your First Job: Finding the Right Fit" will be presented.

Boards (State and National)

In order to become licensed to practice veterinary medicine in the United States you must, in most states, pass both a national and state examination.

The National exam is a written test of your knowledge of the basic science information covered in the pre-clinical portion of your D.V.M. program. In New York you have an opportunity to sit for this exam in either December or April although many states offer it only in April. The fee in New York is the same whether you take just the national or both the national and the state exam, and is due on the application deadline, 60 days prior to the exam date. The state's deadlines are very firm, so plan ahead.

Student Organizations

Sources of Funding

There are generally four sources of funding for student organizations:

1. Dues from members
2. Fund raising activities
3. **Graduate Activities Funding Commission**

Each spring all *registered student organizations* may submit a budget to the Graduate Activities Funding Commission.(see *Student Finance Commission, Treasurers Handbook*) The monies dispersed by this group come from the student activities fees that you, as a student, pay as part of your tuition and fees. The following criteria are used for funding:

- a. To be eligible for funds, an organization must provide a valuable service to the campus community.
- b. Funding commissions shall not make allocations exclusively for the personal benefit of organization members.
- c. Partisan political organizations, religious activities and charitable organizations are excluded from financial support.
- d. Funding commissions shall mandate that organizations take full advantage of money-producing opportunities and shall consider their capacity and willingness to do so.
- e. Duplication of an organization's activities by other campus organizations shall be avoided.
- f. The funding commission shall consider the extent to which an organization and its programs are student determined and student directed.
- g. An organization must be registered with the Office of the Assistant Director of Student Activities for the current year to be eligible for funding.
- h. An organization must have an advisor who is a member of the faculty or staff of Cornell University, in order to be eligible for funding.
- i. The membership criteria and selection processes of an organization should reasonably enable any student to compete and join if he/she has sufficient interest and ability.
- j. To be eligible for funds, an organization must make full disclosure of its income and expenses.
- k. Finance Commissions shall establish regulations yearly

veterinary students at Cornell were members of SCAVMA. Members in good standing for both third and fourth year are eligible, upon graduation, to belong to the AVMA Insurance Trust, and to receive a year's free membership in the AVMA.

The student chapters of the following organizations are species specific and affiliated with a national organization of the same name. They usually have a charter and fee structure similar to the same organizations at other schools.

AABP American Association of Bovine Practitioners
AAEP American Association of Equine Practitioners
AAFP American Association of Feline Practitioners
AAHA American Animal Hospital Association
AAV Association of Avian Veterinarians
AAZV American Association of Zoo Veterinarians
AASGP American Association of Sheep and Goat Practitioners

The following organizations are specific to certain areas of interest and may or may not be related to a national organization.

AVAR Association of Veterinarians for Animal Rights
VICA Veterinary Intercultural Association
VIDA Veterinarians Interested in Developing Areas
The Veterinary Players, a Theatre Group
The Avian Clinic

Related Organizations

Auxiliary to SCAVMA

Affiliated with the national auxiliary to the AVMA, the student auxiliary promotes understanding and support of the Veterinary Profession by student spouses. The local chapter, advised by Mrs. Robert Phemister, and working closely with The Veterinary Circle, raises money which it donates to a book scholarship fund for students. Each fall the Auxiliary welcomes new and returning students to the school with an Ice Cream Social.

Committee on Substance Awareness and Education

Formed in 1989, the Committee on Substance Awareness and Education is made up of volunteers who have a particular interest in issues related to drug and alcohol use. Two members of the faculty and Marcia Sawyer also serve on this committee. More information will become available as the committee develops its agenda.

Student Activities

Open House

Each year, generally the second Saturday in April, the veterinary students host an annual Open House. The purpose of Open House is to acquaint the public with the various aspects of the veterinary profession and allow the students a chance to relate to the public in a whole new way, as givers, not just receivers, of knowledge. The self-guided tour of the college includes exhibits, demonstrations, films and other projects designed and presented by the students attending the veterinary college. First-year students are heavily involved in constructing and staffing the exhibits with upperclass students providing the leadership and coordination.

Yearbook

Since 1977 fourth-year students have produced an annual yearbook full of photos and memories related to their years at the Veterinary College. Underclass students are involved in the production of the book and are represented in its pages along with faculty and staff at the College.

Annual Art Show

Displaying often hidden talents students from each of the four classes show off their artistic talents in a variety of media at the annual Student Art Show.

Parent's Weekend

Each year, parents of the veterinary students are invited to the College for a weekend of education and entertainment. Chosen to coincide with a special College event such as Open House or, the student play and art show, parents are treated to special tours of the facilities, a reception for parents and faculty and mini-lectures to get a "taste" of what their children are involved in at the College.

Student Opportunities

Combining the D.V.M. with an M.S. or Ph.D. Degree

Students in the D.V.M. program who may be interested in pursuing a graduate degree in conjunction with their D.V.M. degree must be accepted by

before the end of the fall semester. The awards are generally made in March.

International Student Projects

The Faculty Committee on International Programs has been successful in recent years in securing funds for student projects in developing nations. Grants are made on a competitive basis and a call for proposals along with more information will be available before the end of the fall semester. The awards are made in March.

Aquavet

A program in aquatic veterinary medicine, Aquavet is presented by the School of Veterinary Medicine at the University of Pennsylvania and the New York State College of Veterinary Medicine. Begun in 1977, the basic four-week intensive summer course is an introduction to aquatic veterinary medicine. Aquavet II is an extension of the basic course with a narrower focus, allowing for a more detailed look at specific areas of aquatic animal medicine. Open to a limited number of students from all schools of veterinary medicine in the country, the program is conducted in Woods Hole, Massachusetts. More information may be obtained from Dr. Paul Bowser, Associate Director of Aquavet, E117 Schurman Hall.

Pre-D.V.M. Advanced Pharmacology Training Program

Selected on the basis of academic qualifications and potential interest in a career in pharmacology, students accepted into this program will train for two or three successive summers in basic or clinical pharmacology, pharmacokinetics, or toxicology. Students may work in a different area each summer. The work will be structured to provide formal reading, study, and research under the personal supervision of a faculty member. Interested students should contact Dr. Geoffrey W .G. sharp, chairman, Department of Pharmacology, D118 Schurman Hall.

College Policies

Professional Courtesy Fee Policy

Veterinary care for animals owned by students can be obtained for reduced fees from the Veterinary Medical Teaching Hospital. Students must follow the policy and procedures outlined below in order to take advantage of this important benefit.

1. This policy is only applicable to animal patients personally owned by and

proper admission procedures are not followed.

7. Services will be provided ONLY on an appointment basis.
8. Charges will be reviewed and updated on an annual basis. Questions regarding current rates should be directed to the Hospital Patient Coordinator, Jan Clark (253-3073).

Professional Courtesy Fees

Exam/Consultation	No Charge
Vaccination	No Charge
Medical Records Fee	No Charge
Professional Service (Daily Charge)	No Charge
Surgery Fee	No Charge
Anesthesia	50% of Client Charges
Farrier	50% of Client Charges
Routine Procedures	50% of Client Charges
Medical Procedures	50% of Client Charges
Pharmacy	70% of Client Charges
Operating Room	100% of Client Charges
Intensive Care/Isolation	100% of Client Charges
Clinical Pathology	100% of Client Charges
Radiology	100% of Client Charges
less)	(or \$11/film - whichever is
Hospitalization Per Day:	
Small Animal Clinic	\$7.00 Per Day
Large Animal Clinic	
Bovine or Equine	\$10.00 Per Day
Sheep, goat, pig & calf	\$5.00 Per Day
Mileage - Ambulatory	100% of Client Charges

Personal Pets in the Veterinary Teaching Hospital and College

Animals are not to be brought into College and/or University facilities except when ill and requiring hospital services. If they are brought into the Veterinary Medical Teaching Hospital for diagnosis or treatment, they must

Selective Course Requirement

Selective course work is required of all students in the D.V.M. program as follows:

First Year: 2 Credits*

Second Year: 4 Credits

Third Year: 4 Credits

The required work may be completed all in the fall semester, all in the spring semester, or some in the fall, and some in the spring. Descriptions of selectives offered for veterinary students are on reserve in the Veterinary Library, posted in lecture rooms, and available in the Registrar's Office (C104 Schurman Hall).

*students required to take Animal Nutrition are not required to take selectives in the first year.

Drops and Adds for Elective Courses

Forms for adding and/or dropping elective courses are available from the Registrar's Office at the beginning of each semester. **Students must be enrolled (i.e. completed all adds and/or drops) in all elective courses for which they wish to receive credit by the end of the third week of classes.** After that time you will not receive credit in a course in which you are not officially enrolled even if you attend classes and complete the work. Any courses not dropped by that time will be graded even if you are not attending.

Nonregistration and Nonpayment of Fees and Tuition

Any student in the Veterinary College who fails to register and pay fees by the end of the third week of classes (that is, by the time registration is frozen for reporting purposes), will be informed in writing by the Dean that he or she is dropped and no longer eligible to attend classes in the Veterinary College.

Faculty Legislation Pertaining to Students

Attendance

Regular class attendance is expected in all courses. Unexcused absences do not entitle students to make up the work missed. Notification of an unavoidable absence, particularly in the case of missing an exam, should be given to the Director of Student Affairs or the instructor. The Director will in turn notify the instructor of the course missed if the absence has been excused. Only the University Medical Clinic has the authority to grant medical excuses or

Registrar's Office as is currently being done.

4. Final semester grades will be available from the Registrar's Office if the student wishes to obtain them.
5. Advisors will be furnished with students' course grades as S, W, or U unless the official grades recorded are specifically requested from the Office of Student Affairs by the advisor. Class Teachers Committees will be given the course grades (A-F) and cumulative averages.

Academic Performance Guidelines (revised December 1, 1988)

The faculty of the College of Veterinary Medicine has unanimously adopted the following Guidelines for Academic Performance of Veterinary Students:

1. Any student receiving an F or U grade in a required course shall be denied permission to reregister* in the College of Veterinary Medicine, or if in the last semester, shall be denied permission to graduate.
2. Any student receiving four (4) D- to D+ (W) grades in one term shall be denied permission to reregister* in the College of Veterinary Medicine or if in the last semester, shall be denied permission to graduate.
3. Any student receiving three (3) D- to D+ (W) grades in one term may be denied permission to reregister* or be required to repeat the courses in which she or he obtained marginal grades or be required to repeat the entire term.
4. Any student receiving two (2) D- to D+ (W) grades in one term shall receive a letter of warning from the Secretary of the College. If a student has been warned and receives two (2) more D's in the subsequent term, the individual will be denied permission to reregister* in the College of Veterinary Medicine. The Director of Student Affairs shall notify each Class Teachers Committee of the students who have been warned in the previous term.
5. A grade of F, D, or U received for selective (and/or elective) course credits that are in excess of yearly credit hour requirements of the Core Curriculum shall not constitute sufficient grounds for denial of permission to reregister under Guideline #1, nor shall it be included

student in the meeting. If extenuating circumstances are found, the Class Teachers reconvene and modify their recommendations in light of this information. If no extenuating circumstances are found the recommendation to the faculty will stand. The full faculty must vote to approve the recommendation before the action is final.

Student-Faculty Grievances

The Faculty-Student liaison committee is charged by the faculty to provide a means to hear student grievances. Subjects for committee consideration should not be limited except where they would fall within the purview of the individual advisory system, the Honor Code Committee, or in matters concerning academic grading and evaluation procedures (faculty minutes: May 1983). Grievances will be handled by the following mechanism:

1. The student and the instructor should resolve the issue, if possible, or
2. The student's (Student-Faculty) Liaison Committee representative should resolve it with the instructor, or if neither (1) or (2) seemed practical or satisfactory,
3. A student member and faculty member of the (Student-Faculty) Liaison Committee could meet informally and attempt to resolve the grievance with the instructor. If this latter procedure does not effect a satisfactory resolution of the problem, then
4. The student's (Student-Faculty) Liaison Committee representative should present the problem to the Liaison Committee as a whole.

Shortly after the beginning of the school year, the four classes will elect a representative to Student-Faculty Liaison Committee. The Director of Student Affairs will convene these four student representatives for the purpose of the students nominating four faculty members to serve with them on this committee. Subsequent meetings of the entire group can be called at the discretion of members of the committee. Individual members (both students and faculty) can be involved in the handling of a grievance as necessary within the guidelines provided above.

in "Guiding Principles in the Care and Use of Animals" as approved by the Council of the American Physiological Society and the "Guide for the Care and Use of Laboratory Animals: DHEW publication Number 86-23 (Revised 1985).

4. Each course in which animals are used receives a formal review annually by the College Committee on the Use of Live Animals in Teaching.
5. Any concerns regarding live animal use in teaching should be addressed first to the faculty member responsible for that course. Alternatively, students may choose to address their concerns to the Chairman of the Committee on the Use of Live Animals in Teaching whose name may be obtained from the Student Affairs or Dean's Offices. The Chairman may initiate discussion between the Committee and the faculty member responsible for a particular course without involving the student if he/she would prefer to remain anonymous.

The faculty of the College voted in favor of this legislation in March 1988. Applicants must acknowledge having read the above information by signing the application form in the designated place.

Guidelines for Pregnant Veterinary Students - Third and Fourth Year
Adopted by the Faculty of the Department of Medicine and Surgery, Fall 1982

The potential for human injury always exists in the practice of veterinary medicine, and it increases whenever an involved person is pregnant. Undoubtedly the greatest hazards are accidents which can occur while working with animal patients and which might cause physical trauma to the pregnant woman and/or her unborn child. Added hazards exist through exposure to toxic drugs, infectious agents, inhalation anesthetics, radiation and other agents.

The pregnant student should:

1. Contact a physician immediately to get recommendations for a plan to minimize exposure to the hazards that may be associated with a veterinary student's clinical assignments.
2. Provide a signed statement from the physician with defines permitted limits of exposure to possible hazards during the pregnancy.
3. Inform administrators in clinical veterinary medicine of her pregnancy as early as possible in order that steps may be taken to conform to the plan developed by the physician.

charge is "to study problems which lie within the jurisdiction of the faculty or which may affect the jurisdiction of the faculty. These problems may be referred to the committee by the Dean or the Faculty individually or collectively or the committee may undertake a study on its own initiative. In the event that its studies lead the committee to conclude that action is desirable it is to report its findings to the faculty or the dean."

Committee on Curriculum: elected by the faculty this committee reviews the veterinary curriculum, approving changes to it and bringing them to a faculty vote. The Curriculum Committee must approve all student Opportunities Blocks.

Committee on Scholarships: Appointed by the Dean, this six member faculty committee in addition to the Director of Financial Aid acting in an ex-officio capacity, is responsible for the administration of the College scholarship program. The committee seeks funds for scholarships, communicates with all active and potential donors, keeps close liaison with University offices where accounts are maintained, coordinates student application procedures with the College Financial Aid Office, evaluates student applicants, makes award recommendations to the Faculty of the College of Veterinary Medicine and insures follow-up communication to donors by students and committee.

Committee on Deficient Students: A three member committee appointed by the Dean, it is charged with meeting with any student whose class committee has voted to deny reregistration, temporarily or permanently for the purpose of investigating whether that student had extenuating circumstances which led to a poor academic performance. (See Academic Guidelines, Due Process)

Committee on Student Conduct: This five member committee appointed by the Dean, serves as the Faculty Administrative Board according to the Honor Code of the New York State College of Veterinary Medicine.

Committee on International Programs: This committee is appointed by the Dean to advise, coordinate, and supervise all College international activities. In recent years, the committee has granted money each year on a competitive basis to students submitting proposals to carry out international work. The committee is made up of four faculty members and one student who represents VIDA (the student organization "Veterinarians in Developing Areas).

breaches of the Honor Code, reviews the information and presents its recommendations to the Faculty Committee on Student Conduct. When appropriate, the Student Committee institutes disciplinary action.

HONOR CODE

of New York State College of Veterinary Medicine

The Honor System is a highly prized way of life to be zealously guarded. It is an educational asset to be conserved and strengthened. It is an opportunity for students to learn to govern themselves in the principles and practices of honor and personal integrity, so fundamental in the successful relationships among the individuals of a profession and in the scholarly education of its members.

Realizing this need for the development and the expression of moral standards of conduct, so essential to the professionally trained, in whom the public places their confidence, we, the students of the New York State College of Veterinary Medicine, do hereby avail ourselves of the inspiration afforded by this Honor Code, and submit ourselves to guidance by the precepts herein enumerated, in the hope that the habits and insights gained will enhance enduringly our performance of honorable, constructive, and satisfying service in our personal and professional lives.

ARTICLE I -- Name and Purpose

Section I -- New York State College of Veterinary Medicine Student Honor Code.

Section II --

1. To promote ethical and professional standards of personal conduct among students in the College of Veterinary Medicine.
2. To instill in the student the qualities which will uphold the honor and integrity of the veterinary profession.
3. To build character through individual responsibility and worthy actions.
4. To promote better education through a spirit of friendly relations and mutual respect among students and faculty.

ARTICLE II -- Application

Section I -- This code shall apply to all students in the New York State

Section IV -- Veterinary students shall conduct themselves in a manner consistent with the codes and laws applicable to licensing and good standing in the Veterinary Profession.

Section V -- A student shall not willfully neglect or abuse animals in this school or clinics.

ARTICLE IV -- Organization

Section I -- Student Administrative Board. This board shall be composed of eight voting members: two members are to be elected by each of the four classes. These members shall be elected before the last week in April, with the exception of the incoming first year class. The representatives of the first year class shall be elected within the first month of the new term. The Chairman of the Student Administrative Board shall be responsible for their election. The new Board shall assume their duties in the first week of the new scholastic year and shall serve for the duration of that school year.

1. The Student Administrative Board shall have the authority to carry out investigations concerning alleged violations of the Honor Code. Officers: There shall be a Chairman and a Secretary of the Student Administrative Board, in addition to the eight voting members, who shall serve without franchise, except in the event that a voting member is either absent or involved in the case before the Board. In this event, the Secretary and, if necessary, the Chairman shall cast a ballot to make a quorum.

Section II -- Faculty Administrative Board. This Board is the Committee on Student Conduct, a standing committee of the faculty.

Section III -- Faculty Consultant

1. Two faculty consultants shall be appointed by the Student Administration Board in April of each year.
2. Duties: The Faculty Consultants are to act in an advisory capacity for the Student Administrative Board. One or both consultants shall sit as non-voting confidential observers at Honor Board meetings and hearings. The Faculty Consultants shall advise on matters of Honor Code application, and act as a liaison between the Student Administrative Board and the Faculty.

ARTICLE V -- Elections

Section I -- Student Administrative Board Members. The manner of electing the class representatives shall be left to the discretion of the respective classes. The time for such elections has been stated

3. If the decision is for the defendant(s), the matter is dropped and all records are destroyed after forty-eight hours.
4. If the decision is for the plaintiff(s) by six or more votes:
 - a. It shall be the responsibility of the Student Administrative Board to determine the action to be taken against the defendant if it is his first offense. If the action decided by the Student Administrative Board be a warning to the defendant, such a warning shall be administered by the Student Administrative Board and all proceedings shall be kept on record. If the action decided by the Student Administrative Board be in excess of a warning, that is, probation, suspension or expulsion, the proceedings and recommendations of the Student Administrative Board shall be forwarded to the Faculty Administrative Board for further consideration.
 - b. If it is other than the defendant's first violation, all proceedings and recommendations of the Student Administrative Board shall automatically be forwarded to the Faculty Administrative Board for further consideration. In any recommendations involving expulsion, a unanimous vote of the Student Administrative Board shall be necessary.
5. Any accusation of infraction beyond the first shall be confirmed by one (or more) person(s) other than the accuser of the first infraction.
6. In any case, the plaintiff(s) and defendant(s) shall be informed of the Student Administrative Board's decision twenty-four hours after the decision has been reached.

ARTICLE VII -- Rights

Section I -- It shall be the right of any student to appeal the decision of the Student Administrative Board to the Faculty Administrative Board within forty-eight hours after receiving the decision of the Student Administrative Board. In such an event, the proceedings of the Student Administrative Board shall be made available to the Faculty Administrative Board.

Section II -- It is the right of the student who is dissatisfied with the findings of the Faculty Administrative Board to appeal his case to the faculty of the College of Veterinary Medicine. In such an event, all the proceedings of the Student and Faculty Boards shall be made available to the faculty. The student should present his petition to the Dean or in his absence the Secretary of the College

students.

Section III -- It shall be the duty of the Chairman and Secretary of the Student Administrative Board and one member of the Faculty Administrative Board (or the Dean of the Veterinary College or his representative) to read and explain the Honor Code to the entering freshmen before the end of the second week of the fall semester.

ARTICLE X -- Amendments

This Honor Code may be amended at any time by a majority vote of all students operating under the Honor Code, with the approval of the faculty.

ARTICLE XI -- Retirement

This Honor Code may be retired at any time by a majority vote of all students operating under the Honor Code, with the approval of the faculty, or by a majority of the faculty voting to retire the Code.

ARTICLE XII -- Procedure for Amendment or Retirement

Section I -- Amendments. In any request for amendment to the Honor Code, a petition must be presented to the Chairman of the Student Administrative Board, with the signatures of not less than twenty-five students operating under the Honor Code. The Chairman shall then present the petition to the entire student body for consideration, and shall be responsible for the voting procedure. This petition shall be presented to the student body within two weeks after the Chairman has received it. If the petition meets the approval of the student body, it shall be forwarded to the faculty for consideration. If the petition meets the approval of the faculty it shall become an amendment.

Section II -- Retirement. This procedure is the same as stated in Article XII, Section I.

University Policies

Smoking Policy

Smoking, including the carrying of a lighted cigarette, cigar, pipe or other device used for smoking tobacco, is prohibited in all indoor facilities, enclosed bus stops and university-owned or controlled transportation vehicles except for the following:

1. enclosed indoor facilities regularly occupied by one person and not

as such.

6. Advertisements and Promotion - No organization may include inducements for excessive alcohol consumption when promoting events. Promotional material should highlight the availability of non-alcoholic refreshments. Promotional materials should not make reference to the amount or brand names of beverages which will be served.
7. Responsibility of Sponsors - Individuals sponsoring an event will be responsible for establishing measures to prevent alcoholic beverages from being sold or distributed to people under twenty-one years of age or to people who appear intoxicated. Such measures should include, but are not limited to, requiring proof of age before individuals are served, appointment of a Responsible Person(s) and training of bartenders and people who are supervising the dispensing of alcoholic beverages. The sponsoring organization must leave the premises in good order after an event.
8. Responsible Person (s) - At events where alcoholic beverages are served, there must be a designated individual to serve as the person responsible for the event. This person is called the Responsible Person (s) and must be listed on the campus event registration form by the authorized representative of the sponsoring group.
9. Registration - All campus organizations (defined as a group that has a majority of its membership from the Cornell community, with at least some student representation) serving alcoholic beverages at events on campus or on University-owned or managed property must register that event with the Assistant Director of Student Activities, 529 Willard Straight Hall.

A more detailed document detailing violations and penalties, procedures for obtaining a beer permit and registration and facilities requirement may be obtained from the Student Affairs Office.

*It is the policy of this college that no student shall be allowed to have alcoholic beverages on the college premises during academic hours (7:00 a.m. to 6:00 p.m., Monday through Friday of the academic semester). Requests for alcoholic beverages to be served at other times must be made to the Assistant Dean for Student Affairs.

Harassment Policies

Definition of Sexual Harassment

Cornell University's Policy (in agreement with Title VII, Section 703, Part 1604 of the Civil Rights Act of 1964):

Unwelcome sexual advances, requests for sexual favors, and other verbal

advantage of the opportunities thus provided, to understand more fully the nature of racism, particularly in its less obvious and more subtle manifestations.

2. Make known both centrally and locally the names of individuals and offices best equipped to deal effectively with complaints about incidents of racial prejudice, whether from students, staff, or faculty.
3. Urge those who experience racial prejudice or discrimination to report such behavior promptly.
4. Move quickly to investigate all allegations of racist behavior on campus and impose appropriately severe penalties on those found guilty of such behavior, while protecting complainants against retaliation.

Recognizing that each member of the community bears a responsibility for ensuring that Cornell is free from intolerance, the Deans' Council welcomes any suggestions from faculty, students, and staff aimed at dealing more effectively with racial discrimination and prejudice.

Any student complaints about racial discrimination or harassment should be made to the Director of Student Affairs, the Associate Dean for Academic Affairs or the Dean.

Campus Support Services

University Health Services Gannett Health Center, 10 Central Avenue. Clinicians provide medical care for students and their spouses. Laboratory, radiology, physical therapy and many prescription drugs are available on site. Open Monday -Friday, 8:30 a.m.-12:00 p.m., 1:00 p.m.-5:00 p.m., call 255-4082. Emergency services are available 24 hours a day, call 255-5155 from 6:00 p.m.-8:00 a.m.

Psychological Service Gannett Health Center, ground floor. The Psychological Service, free of charge, offers professional short-term individual, couple, and group psychotherapy. Open Monday-Friday from 9:00 a.m. to 5:00 p.m. Call 255-5208 for an appointment. In case of emergencies, a staff member can be reached at all times by calling the Department of Public Safety, 255-1111.

Cornell United Religious Work 118 Anabel Taylor Hall.

Trained CURW staff members provide counseling and referrals in general, religious, premarriage, and crisis matters for individuals and couples. Open Monday-Saturday, 8:30 a.m.-11:00 p.m. and Sunday, 9:00 a.m.-11:00 p.m. Call 255-4214.

Learning Skills Center 130 Sage Hall.

The center is a central academic-support service at Cornell that assists students in the development of learning strategies, skills, and insights that lead to academic success. Open Monday-Friday, 8:30 a.m. - 4:30 p.m., call 255-6310.

Office of Equal Opportunity 234 Day Hall.

This office is concerned with affirmative action and equal opportunity within the university and is charged with handling problems of discrimination based on race, sex, age, religion, national origin, sexual preference or affectional orientation, disability, or status as a vietnam-era veteran. Open Monday-Friday, 8:00 a.m. - 4:30 p.m., call 255-3976.

Office of the University Ombudsman 116 Stimson Hall.

The purpose of the Office of the University Ombudsman is to assist all members of the Cornell community in the just and equitable resolution of conflicts in university matters. The office is independent of the university administration and of all other groups on campus. That independence, combined with impartiality, immediate access to information, and total confidentiality, enables the office to deal with a wide variety of problems in a manner distinctly separate from that of any faction within the university. Open Monday-Friday, 8:30 a.m. - 4:30 p.m. or by appointment, call 255-4321.

Community Support Services

Agencies

Suicide Prevention and Crisis Service of Tompkins County

Twenty-four-hour telephone counseling and referral service is provided by well-trained volunteers. Confidentiality is assured; callers can remain anonymous. The agency provides suicide-prevention and crisis-intervention service, sexual-identity peer support, counseling for those who have lost someone through suicide, and an intake service for victims of rape and other sexual abuse and domestic violence. Call 272-1616.

Support Groups

The Ithaca community has many ongoing support groups that focus on specific problems or situations. The following is a sampling of those that might pertain to you or someone you know. Many meet several times a week.

Alcoholics Anonymous

This group helps members to stop drinking and to help others achieve sobriety.

273-1541

P. O. Box 43

Ithaca, NY 14851

Fee: None

Meetings: Many each week, call.

Leadership is by group member.

Al-Anon

This group provides support and validation for family and friends of alcoholics.

273-1541

P.O. Box 43

Ithaca, NY 14851

Fee: None

Meetings: Many each week, call.

Leadership is by group member.

Adult Children of Alcoholics

A group specifically for adult children of alcoholics.

273-1541

P.O. Box 43

Ithaca, NY 14851

Fee: None

Meetings: Many each week, call.

Leadership is by group member.

Battered Women, Tompkins County Task Force For

This group offers a forum for women who are being or have been abused to

Ithaca, New York 14850

Fees: None.

Meetings: Tuesday, 8:00 p.m., Lutheran Church, 109 Oak Avenue.

Leadership is by group member.

HIV Positive Group

A confidential group open to any person who has tested positive for the HIV virus, but has not been diagnosed as having AIDS. The purpose of the group is to provide a supportive environment in which members can discuss their feelings about their HIV positive status and develop new skills for controlling their own situations.

David Mordovanec, CSW: 273-4163

George Ferrari, Suicide Prevention and Crisis Service: 272-1505

Fees: None

Meetings: Second and fourth Tuesdays of each month, 7:00-8:30 p.m., call for location.

Leadership is by professional.

Ithaca Birth Group

This group provides education, information and support for prenatal and post-natal couples and their families and friends on pregnancy, childbirth, and early parenting in ongoing seven week sessions.

Jennifer Gray: 387-6694

Gail Birnbaum: 277-3455

c/o 105 E. Marshall St.

Ithaca, New York 14850

Fees: \$12.00 suggested donation, lifetime membership.

Meetings: Call.

Leadership is by group member.

Ithaca Lesbian and Gay Task Force

This organization offers group and individual support as well as other activities for lesbian and gay people.

Michael Busch: 272-2850

301 S. Geneva St.

Ithaca, New York 14850

Fees: None.

Meetings: Call

Leadership is by group member.

Meetings: First and third Monday of each month, GIAC, small conference room, 7:30-9:00 p.m.

Leadership is by group members.

Other Publications

The following booklets are available from various offices on the Cornell University campus.

Hospital Policies and Procedures, the College of Veterinary Medicine, Cornell University, available from the Office of the Director of the Teaching Hospital, G129A Veterinary Teaching Hospital.

Financial Aid Brochure, the College of Veterinary Medicine, Cornell University, available from the financial aid office, C104 Schurman Hall.

College Announcement, the College of Veterinary Medicine, Cornell University, available from the Office of Student Affairs, C117 Schurman Hall.

Life at Cornell available from the Dean of Students Office, 103 Barnes Hall.

Treasurers Handbook, available from the Student Finance Commission, 530 Willard Straight Hall.

Cornell University Campus Code of Conduct, revised in 1987, available from the Secretary of the Corporation, 500 Day Hall.

Policy Notebook for Student, Faculty and Staff and *Cornell University Policy Digest*, available from the Dean of Students Office, 103 Barnes Hall.

Grades and Grading at Cornell, available from the Office of the Dean of the Faculty, 315 Day Hall.

The Code of Academic Integrity and Acknowledging the Work of Others, available from the Office of the Dean of the Faculty, 315 Day Hall.

Just for Your Information: Job Prospecting in the Ithaca Area, lists local employment agencies, employers and schools. Available from the Office of Human Resources, Day Hall.

WORKING PARENTS: Information for Parents Working or Studying at Cornell,

